**DHRUV CHETAN PUROHIT**  
**dhruv\_purohit777@yahoo.com**  
+91 99879 14079  
702, Bhushan Plaza, M.K.Road, Opp. Don Bosco School,

Borivali (West), Mumbai – 400092.

**PERSONAL STATEMENT**

I would like to see myself grow with the organization through my efforts as a responsible member of the organization and I will do my best to bring out the best working qualities in me for the benefit of the organization.

**PERSONAL DETAILS**

Date of Birth : 29th October, 1984

Marital Status : Unmarried

Languages known : English, Hindi, Gujarati and Marathi

**QUALIFICATIONS**

**ACADEMIC**

May 2008 B.E. Mechanical from North Maharashtra University with First class. (62.57 %)

July 2004 Diploma in Fabrication Technology & Erection Engineering from M.S.B.T.E. with First Class. (68.51 %)

March 2000 S.S.C. from Maharashtra State Board with Distinction. (75.06 %)

**EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name of Company** | **Designation** | **Duration** |
| 3. | **Global Industries**  Bandra (East) Mumbai – 400051. | Asst. Manager | From Oct ’08 |
| 2.. | **Bhabha Atomic Research Centre**  Trombay, Mumbai-400085. | In-plant Trainee (Manufacturing Dept & QMS) | From Dec’03 to May’04 |
| 1. | **Bhabha Atomic Research Centre**  Trombay, Mumbai-400085. | In-plant Trainee (Manufacturing Dept & QMS) | From June’02 to Nov’02 |

**EMPLOYMENT DETAILS**

Asst. Manager

Global Industries (Auth. Distributor of ITT Goulds Pumps) | Bandra (East) | Mumbai  
*Oct. 08 – Till date*

Achievements

* Generating Enquiries – Visiting & Keeping contacts with customers for generation of enquiries.
* Evaluation of Enquiries – To evaluate the enquiry by reading specifications & requirements of job.
* Creating Proposal & submission – Making Proposal, keeping in view the specifications of the job, considering offers from Sub-vendors & submitting offer with all std. terms & conditions.
* Negotiating with Customer & sub vendors.
* Execution of job – Timely submission of all documents, keeping track of all activities & following up vendors for timely execution of the job.

Developed self to handle requirements of the customers starting from the enquiry stage to order stage & timely execution of the same, Supporting staff & customer with Technical knowledge & handling vendors for timely execution of the job.

In-plant Trainee (Manufacturing Dept & QMS)

BARC | Trombay | Mumbai - 400085

*June’02 - Nov’02 & Dec’03 - May’04*

Achievements

* Undergone In-Plant Training in Center for Design & Manufacture – in Manufacturing & QMS.
* Learnt about processes involved in Fabrication of process equipments
* Learnt about the NDTs required to ensure quality of the product.

**PERSONAL INTERESTS**

Reading | Music